**Opening Hours**

Monday

9.00 am – 12.00 pm

Afternoon Session 12pm – 3pm

Tuesday

9.00 am – 12.00 pm

Afternoon Session 12pm – 3pm

Wednesday

9.00 am – 12.00 pm with lunch club 12.00 pm – 1.00 pm

Thursday 9.00 am – 12.00 pm

Afternoon Session 12.00pm –3 .00pm

Friday

9.00 am – 12.00 pm

We also operate a daily Breakfast club between 8.30 – 9am

Scribbles Pre-School

Application to join

Contact Us:-

The Small Village Hall, High Street, Leigh, Tonbridge, Kent, TN11 8RL

Tel: 07545 181325 (Setting Phone Number)

Email: [scribblespreschool@ymail.com](mailto:scribblespreschool@ymail.com)

September 2022 version

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application to join** | | | | | | | | | | | | | |
| Scribbles Pre-School  **The Small Village Hall, High Street, Leigh, Tonbridge, Kent, TN11 8RL**  **Telephone number: 07545181325 and email address: scribblespreschool@ymail.com** | | | | | | | | | | | | | |
| **Personal details** | | | | | | | | | | | | | |
| First name(s) of child: | | | |  | | | | | | | | | |
| Surname of child: | | | |  | | | | | Date of birth: | | |  | |
| Full address: | |  | | | | | | | | | | | |
|  | | | | | | | | Postcode: | |  | | |
| Parent/carer name (1): | | | | |  | | | | | | | | |
| Relationship to child: | | | |  | | | | | | | | | |
| Full address (if different): | | | | | |  | | | | | | | |
|  | | | | | | | | Postcode: | |  | | |
| Daytime/work tel: | | |  | | | | Home: |  | | Mobile: | | |  |
| Parent/carer name (2): | | | | |  | | | | | | | | |
| Relationship to child: | | | |  | | | | | | | | | |
| Full address (if different): | | | | | |  | | | | | | | |
|  | | | | | | | | Postcode: | |  | | |
| Daytime/work tel: | | |  | | | | Home: |  | | Mobile: | | |  |
|  | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Session request** | | | | | | | | | | | | | | | | | | | | |
| Preferred start date: | | | |  | | | | | | | | | | | | | | | | |
| *Please tick the sessions you would like your child to attend:* | | | | | | | | | | | | | | | | | | | | |
| 9am – 12pm (Morning) | | | | | | □ Monday | | | □ Tuesday | | | | □ Wednesday | | | | □ Thursday | | | □ Friday |
| 12pm – 3pm (Afternoon) | | | | | | □ Monday | | | □ Tuesday | | | |  | | | | □ Thursday | | |  |
| 9am – 3pm (Full Day) | | | | | | □ Monday | | | □ Tuesday | | | |  | | | | □ Thursday | | |  |
| Lunch Club 12pm-1pm – Wednesday ONLY | | | | | |  | | |  | | | |  | | | |  | | |  |
|  | | | | | |  | | |  | | | |  | | | |  | | |  |
| This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. **Please note that completion of this form does not guarantee a place for your child,**  Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records. Your child’s birth certificate is required at this point with a copy made for our file.  If you find that you no longer need the place, please inform us as soon as possible. Should you decide you no longer need the place we will not retain the details on this application form (see our Privacy Notice). | | | | | | | | | | | | | | | | | | | | |
| **Signed parent/carer (1):** | | | |  | | | | | | | | | | | | Date: | |  | | |
| **Signed parent/carer (2):** | | | |  | | | | | | | | | | | | Date: | |  | | |
| **Please be advised that this application form and offer of a place is subject to our terms and conditions provided to you. By signing this document, you acknowledge that you have read, understood and agree to these terms and conditions.** | | | | | | | | | | | | | | | | | | | | |
| ***For office use only:*** | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | |  | | |  | | | | | |
| *Tear off the following part to return to the parent(s)* | | | | | | | | | | | | | | | | | | | | |
| A place will be available for | | | | |  | | | | | | | | | | | | | | (child’s name) | |
| \* on |  | | | | | | | (date) | | \* or; we will notify you when a place becomes free. | | | | | | | | | | |
| Signed on behalf of the provider: | | | | | | |  | | | | | | | | | | | | | |
| Name: | |  | | | | | | | | | Job title: | | |  | | | | | | |

\*Please delete whichever is not applicable.

A Copy of our Admissions Policy is attached.

**Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

**10.1 Admissions**

**Policy statement**

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

**Procedures**

* We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
* We ensure that information about our setting is accessible and provided in written and spoken form.
* We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter.
* We arrange our waiting list in birth order. In addition, our policy may take into account the following:
* the vicinity of the home to the setting; and
* siblings already attending the setting.
* We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
* We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including child-minders.
* We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
* We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
* We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
* We make our Valuing Diversity and Promoting Equality Policy widely known.